

## SUSTAINABILITY INTERNSHIP PROGRAM

### GUIDING DOCUMENT

#### 1. Purpose & Mission

The Sustainability Internship Program is a student employment opportunity under Marquette University's Facilities Planning & Management department carried out by the full-time sustainability staff. Positions are paid for through work-study or department funds depending on availability. Regardless of funding source, interns have the same expectations.

The mission of the program is to offer a high-quality, professional work experience to students by providing opportunities to work on project that help Marquette maintain and/or achieve sustainability goals across academics, engagement, operations and planning. Sustainability Interns will work to operationalize sustainability through organizing events, developing creative programming and initiatives, conducting peer-to-peer outreach, and/or collecting & analyzing data.

The program is open to all students and a diversity of majors is encouraged as sustainability is a multidisciplinary field. To join the program, students must apply through a competitive application process. Positions last throughout the academic term, hiring in the fall semester. Although accommodations for semester-long positions can be made for the right candidate.

#### 2. Expectations & Positions

Sustainability interns will work a minimum of 5 hours per week up to 15 hours. As students grow within the program, they will have the opportunity to be considered for the Senior Student Manager position. All Sustainability Interns will report directly to FT sustainability staff.

It is preferable that students work at least two semesters; exceptions are made for those who are seeking academic credit for the role. Intern tasks and projects are developed by the individual intern and the FT sustainability staff. Students may (1) pitch a project of their own that meets specific criteria; and/or (2) take on an assigned project related to their specialty.

All students will:

1. Work a minimum of 5 hours per week up to 15 hours.
2. Attend every all-team meeting unless otherwise noted.

3. Meet with sustainability staff regularly to review progress, next steps, etc.
4. Follow the policies and procedures of the [Marquette student employee manual](#).
5. Enter time daily and notify sustainability staff of any corrections by 4:30pm every Friday.
6. Write an article for the MU Wire column “No Planet B”.
7. Complete training – implicit bias, safe spaces, etc.
8. Teach one lesson on a foundational sustainability principle to the team.
9. Have performance review at least once a year.
10. Complete at least one project each year.

### 3. Specialist Positions

Specialist positions allow interns to become experts in specific types of topics. Prospective interns will select their top 2 specialty preferences and when hired, will be assigned a specialty. Project assignments will primarily align with the intern's specialty but there will be times when interns will be asked to work with other specialists, on small projects, or with the team to plan events. All developed or assigned projects must be approved by FT sustainability staff.

#### **Digital media & events specialist**

This position assists the FT sustainability staff with digital outreach and education efforts and events. The ideal candidate for this position is someone with an interest in sustainability and brings a passion for the role social media can play in storytelling and educating others. Experience with Canva or other design software is recommended.

#### Responsibilities:

- Become knowledgeable about Marquette’s Office of Marketing and Communications policies and branding guidelines.
- Willingness to become an expert in environmental communication.
- Manage @marquetteugreen Twitter and Instagram accounts utilizing analytics to shape outreach campaigns and posting schedule.
- Develop, design and curate content for social media using Canva and other design software.
- Take relevant photos and videos for web, digital and paper outreach materials.
- Support FT sustainability staff and other interns with developing and publishing content.
- Assist with website updates.
- Assist with coordinating campus events.
- Track participant and engagement from events, social media, speaking engagements, etc.

Candidate should have:

- Personal and/or professional experience with social media posting, stories, reels, hashtags, etc.
- Interest in digital communications and interacting with peers and the public.
- Ability to take direction and lead the digital outreach efforts for Marquette sustainability as well as working with a team.

### **Zero waste specialist**

The individual(s) in this position assist in the development and implementation of programs and initiatives that will help Marquette meet its waste reduction goal of 25% by 2025 and waste diversion goal of 10% by 2025 including Mindful Move Out and Move-In Yard Sale. The specialist will also plan 1-2 student-focused events that teach and reinforce skills that enable individuals to reduce their waste, consumption and/or give new life to discarded materials.

Responsibilities:

- Become an expert in zero waste strategies and programs in higher education institutions.
- Research and assess university waste reduction and diversion policies, programs and initiatives.
- Assist with developing and implementing new zero-waste initiatives and programs including Mindful Move-Out and Move-In.
- Plan and execute 1-2 student-focused events that teach and reinforce skills that give new life to discarded materials and reduce waste.

Candidate should have:

- An interest and/or knowledge of waste reduction, recycling, food waste, and zero waste.
- Ability to interview and work with campus stakeholders from multiple departments and student groups.
- A willingness to attend trainings, workshops, and other opportunities to gain expert knowledge of zero waste practices and strategies.

### **Sustainable landscapes specialist**

This unique position will work part-time with the Marquette Sustainability Internship team & part-time with Marquette Grounds crew. The individual(s) in this role will spend time assisting with Marquette's Tree Campus higher education accreditation, liaison with student groups working to increase pollinator habitat on campus and carry out maintenance of Marquette's physical landscape with the Grounds crew.

Responsibilities:

- Assist with carrying out the requirements of the Arbor Day Foundation Tree Campus Higher Education certifications including creating agendas and scheduling tree campus advisory committee meetings, taking notes, and planning an annual service-learning event.
- Coordinate with campus stakeholders to integrate native landscaping and increasing pollinators on Marquette's physical campus.
- Pull weeds, plant flowers, mow lawns, cultivate planting beds, regularly pick-up trash debris on campus grounds. Aid in sod replacement, raking leaves, seeding lawn, and any grounds related operations.

Candidate should have:

- An interest and/or working knowledge of urban forestry, pollinator plants, native landscaping, and tree care & maintenance.
- Ability to work with campus stakeholders from multiple departments and groups.
- Willingness to work in all weather conditions doing manual labor as well as sit at a desk.
- Ability to lift 25lbs and operate hand and motor tools.
- The ideal candidate would be available to work 8-10 hours per week.

**Energy management specialist**

The individual in this position assists with the management of energy data at the university, research and data collection related to energy use, and will have the opportunity to be included in conversations about renewable energy, energy efficiency projects, etc. This role can grow depending on the individual's interest in energy use and management.

Responsibilities:

- Enter energy use data into Excel and Energy Star Portfolio Manager
- Assist with data analysis & collection, the university's greenhouse gas inventory, creating visualizations of data, and other projects as needed.
- Assist with developing and implementing new energy projects including but not limited to electric vehicle charging stations, solar panels, water conservation, & building energy efficiency

Candidate should have:

- An interest in energy engineering, energy management, decarbonization, and data analysis.
- Experience with Excel, data analysis, and data entry.

- Willingness to learn new software and databases.
- Ability to work with a team.
- Experience with Power BI or other data software is a plus.

### **Senior Student Manager**

The individual in the Student Senior Manager position will be an individual who has worked at least 2 semesters as a sustainability intern, completed one project, led an all-team meeting, and expressed interest or demonstrated leadership. This position is intended to give an individual increased responsibility through leadership and project management.

#### Responsibilities:

- Assist with administrative functions and are required to schedule, plan, organize and document all-team meetings, events, programs, projects, and initiatives.
- Co-lead or lead all-team meetings when needed.
- Attend meetings with full-time sustainability staff as needed.
- Develop or co-develop 1-2 projects through the academic year that work toward advancing sustainability at the university, aligning with the individual's interest and career objectives.

## 4. Operations

### *Meetings*

Attendance at meetings is considered mandatory outlined in the Worker Agreement (*Appendix A*). All Sustainability Interns will attend a weekly meeting that will address the following:

1. Housekeeping items (notices, upcoming events, professional development opportunities, etc.)
2. Progress on individual sustainability commitments.
3. Report out on projects to brainstorm ideas, overcome roadblocks, etc.
4. 10–30-minute lesson on sustainability learning outcomes led by sustainability staff, interns, senior student manager and/or guest speakers.

Additional meetings will take place with project groups, FT sustainability staff, or mentors on an as needed basis.

## 5. Opportunities

The purpose of the learning/teaching aspect of this program is threefold:

- To increase satisfaction and meaningfulness for students in the Sustainability Internship Program; shift community culture and increase project quality.
- To provide students with foundational knowledge of climate science, environmental communication, sustainable food cycling, sustainable material management, and energy management that is essential to succeeding in the sustainability/environmental field.
- To increase the marketability of a sustainability internship position by providing students with a wider skillset.

*Professional development opportunities*

- Give one presentation on a Learning Outcome at a team meeting.
  - Learning outcomes to prioritize for the year will be developed by the team.
- Attend at least one professional meeting, training, workshop, conference, or tour.
- Workshop resume, cover letter and interview skills with the FT sustainability staff or with Career Services contact.
- Participate in a community engagement event/program on or off campus.